

11—70.7(20) Letter of authorization. All employee organizations eligible under this chapter shall send a letter to the director, certified by their executive board, stating the organization name to whom the monthly dues warrant is to be made payable (individuals cannot be used), and the address of the organization where the warrant is to be mailed. The department of administrative services shall mail the monthly payment to each organization within five work days after the second pay date of each calendar month. Supporting documentation shall be limited to a listing of employees and the amounts deducted.